

MS 124 Office of Management: Organization, Mission, and Functions

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Responsible Office: Office of Management

Table of Contents

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Table of Contents

1.0 Purpose

2.0 Authority

3.0 Organization

4.0 Office Missions

4.1 Office of Management

4.2 Office of Administrative Services

4.3 Office of Human Resources

4.4 Office of FOIA/Privacy Act/Records Management

5.0 Office Functions

5.1 Associate Director for Management

5.2 Office of Administrative Services

5.3 Office of Human Resource Management

5.4 Office of FOIA/Privacy Act/Records Management

6.0 Effective Date

1.0 Purpose

The purpose of this Manual Section is to describe the organization, mission, and functions of the Office of Management.

2.0 Authority

Peace Corps Act, 22 U.S.C. 2501, *et seq.*

Records Management by Federal Agencies (44 U.S.C. Chapter 31)

The Freedom of Information Act, 5 U.S.C. § 552

The Privacy Act of 1974, 5 USC 552a

3.0 Organization

The Office of Management is headed by the Associate Director for Management (AD/M). The AD/M reports directly to the Chief of Staff. The Office of Management includes three sub-units: the Office of Human Resource Management; the Office of Administrative Services; and the Freedom of Information Act (FOIA)/Privacy Act/Records Management Office. Each office is headed by a Chief or Officer who reports to the AD/M.

4.0 Office Missions

4.1. Office of Management

It is the mission of the Office of Management to provide administrative and logistics support to the Peace Corps' domestic and overseas activities and organizations.

4.2 Office of Administrative Services

It is the mission of the Office of Administrative Services (M/AS) to provide administrative services in the areas of Post logistics support (overseas medical supplies and overseas vehicle fleet management), transportation (travel authorizations, personal property shipments, Government travel card program), facility management (domestic building leases and maintenance, track overseas building leases, U.S. vehicle fleet management, and property management) mail and distribution, energy sustainability, parking program, transit subsidy program, voting assistance program, warehouse operations, federal occupational health program, and the Occupational Safety and Health Administration program.

4.3 Office of Human Resource Management

It is the mission of the Office of Human Resource Management (M/HRM) to establish and manage the Peace Corps' personnel policies and practices for U.S. Direct Hires, including the maintenance and administration of the Peace Corps' personnel recruitment and selection program

both domestic and overseas, Official Personnel Folder recordkeeping system, payroll services and timekeeping, management-employee and labor relations program, training program, employees benefits program, and the Workers Compensation program.

4.4 Office of FOIA/Privacy Act/Records Management

It is the mission of the Office of FOIA/Privacy Act/Records Management to manage the Peace Corps' responsibilities under FOIA, the Privacy Act, the Paperwork Reduction Act, and the statute governing records management, Records Management by Federal Agencies. This office responds to requests for information under both the FOIA and Privacy Act, provides guidance internally on the restrictions on the use of privacy information, assists offices with form clearances, including Paperwork Reduction Act clearances, and trains employees on their responsibilities and rights under these acts, and relevant implementing guidance. The office is also responsible for preparing and submitting the Peace Corps' annual FOIA report to the Department of Justice.

5.0 Office Functions

5.1 Associate Director for Management

The Associate Director for Management:

- (a) Advises the Director and senior staff on matters related to the Peace Corps' domestic and overseas management operations;
- (b) Develops and implements Peace Corps administrative policies, procedures, goals and objectives;
- (c) Sets Peace Corps-wide administrative management priorities;
- (d) Develops and maintains the Peace Corps' internal management controls;
- (e) Oversees the Offices of Human Resource Management, Administrative Services, and FOIA/Privacy Act/Records Management;
- (f) Provides technical assistance and guidance for administrative matters affecting overseas posts;
- (g) Assists in the preparation of specific mandatory reports and Peace Corps responses to directives, circulars, etc., received from oversight agencies, including the Office of Personnel Management, Office of Management and Budget, and General Services Administration; and
- (h) Serves as the Senior Agency Officer for Privacy.

5.2 Office of Administrative Services

The Office of Administrative Services:

- (a) Performs as the Peace Corps liaison to building management for all domestic leased and owned property;
- (b) Manages the Peace Corps' transit subsidy program and the Peace Corps parking program;
- (c) Manages Peace Corps' existing domestic facilities, travel and transportation services, emergency and medical supply purchases, and headquarters support services;
- (d) Develops and provides oversight for the Peace Corps' Occupational Safety and Health program and federal occupation health program;
- (e) Directs the Peace Corps' worldwide transportation management program and operations;
- (f) Purchases pharmaceuticals, prescription eyewear, medical supplies and equipment, and controlled substances;
- (g) Carries out the obligations of the Peace Corps under the Controlled Substances Act ;
- (h) Manages the Peace Corps' domestic vehicle fleet program, and the procurement, inventory and disposal of overseas vehicles, in accordance with standardized procedures;
- (i) Provides input to the property management program for the annual General Services Administration property inventory report and the annual financial audit;
- (j) Manages usage of and access to Shriver Hall;
- (k) Develops the Agency Sustainability Plan and coordinates the Agency Climate Change Adaptation Plan for annual submission to the Office of Management and Budget and the White House Council for Environmental Quality.
- (l) Manages contracts for overseas shipping and warehouse management and provides oversight of commercially expedited shipping contracts;
- (m) Manages the Peace Corps' mail program in accordance with U.S. Postal Service and International Mail requirements and provides all domestic and international mail services for the Peace Corps, including Diplomatic Pouch, Army Post Office, messenger service, inter-office mail and overseas and domestic express courier service; and
- (n) Manages the Peace Corps Voting Program.

5.3 Office of Human Resource Management

The Office of Human Resource Management:

- (a) Manages the Peace Corps' U.S. Direct Hire personnel programs and benefits consistent with applicable laws and Peace Corps policies;
- (b) Manages the Peace Corps' automated personnel management information system for U.S. Direct Hires, and serves as liaison with the U.S. Office of Personnel Management on data submitted for the Government-wide Central Personnel Data File (CPDF);
- (c) Provides career transition assistance for U.S. Direct Hire staff, including career counseling services, pre-retirement and retirement services;
- (d) Disseminates information to the Peace Corps' U.S. Direct Hire staff on training opportunities, coordinates and/or conducts group training activities and training of supervisors, conducts orientation for new employees, and promotes leadership development within Peace Corps;
- (e) Oversees U.S. Direct Hire performance management program;
- (f) Provides administrative support to the Incentive Awards Committee;
- (g) Provides advisory services to Peace Corps officials on position management, staffing, recruitment and classification for U.S. Direct Hire domestic positions and overseas;
- (h) Provides advice and guidance on U.S. Direct Hire pay and compensation issues, such as locality pay, pay setting, and overseas compensation plans;
- (i) Manages and operates U.S. Direct Hire staff recruitment and hiring, administers the Disabled Veterans Affirmative Action Program (DVAAP), and monitors recruitment, selection and placement activities to promote equal employment opportunity in collaboration with the Office of Civil Rights and Diversity;
- (j) Manages the Overseas Recruitment, Selection and Support staff in coordination with the Office of Global Operations to recruit for the selection of Country Directors, Directors of Programming and Training and Directors of Management and Operations. Administers the Peace Corps' internal placement needs of U.S. Direct Hires through assignments, details, reassignments, and promotions;
- (k) Administers the Peace Corps' internal placement needs of U.S. Direct Hires through assignments, details, reassignments, and promotions;
- (l) Develops and operates the Peace Corps' position management and classification systems for U.S. Direct Hire positions, including position design and structure, determination of bargaining

unit eligibility and staffing analysis, and the review and rendering of final decisions on classification appeals within the Peace Corps;

(m) Administers special employment programs such as the Federal Work Study program;

(n) Processes U.S. Direct Hire personnel action documents;

(o) With the assistance of the Office of General Counsel, advises management officials on disciplinary/adverse employee actions regarding U.S. Direct Hires, processes and monitors termination actions for all U.S. Direct Hire domestic and overseas staff; assists managers in counseling U.S. Direct Hire employees regarding performance and conduct issues; oversees the Peace Corps' U.S. Direct Hire employee grievance system; and administers the telework program for U.S. Direct Hires;

(p) Serves as the official point of contact for the Peace Corps Union, the American Federation of State, County, and Municipal Employees (AFSCME) Union Local 3548; consults and negotiates with the Peace Corps labor organization, provides technical assistance to the Peace Corps on labor relations matters, and advises and assists managers and supervisors in the uniform administration of the negotiated labor-management agreement;

(q) For the benefit of U.S. Direct Hires: provides payroll and benefits services for U.S. Direct Hires; maintains an employee assistance program; processes health insurance, life insurance and retirement programs, long term care, and flexible spending accounts; and counsels and assists U.S. Direct Hire employees with retirement applications; and

(r) Manages the Peace Corps Emergency Relief Fund for U. S. Direct Hires, Foreign Service Nationals and Volunteers.

5.4 FOIA/Privacy Act/Records Management Office

The FOIA/Privacy Act/Records Management Office:

(a) Manages the Peace Corps' response to requests under FOIA and the Privacy Act;

(b) Assists the Peace Corps in developing FOIA and Privacy Act statements for Peace Corps reports and forms;

(c) Maintains files and records of requests for information under the FOIA and the responses to those requests;

(d) Compiles, formulates and submits the Peace Corps' annual FOIA report to the Department of Justice;

(e) Ensures that privacy guidelines are followed for the Peace Corps' systems of records, and conducts training and provides consultation for Peace Corps offices that maintain systems of records;

(f) Manages the Peace Corps' records management program;

(g) Maintains the Peace Corps' electronic inventory of forms, provides guidance to offices creating or revising Peace Corps forms, and provides clearance for new or revised forms, and

(h) Manages Paperwork Reduction Act submissions for the Peace Corps.

6.0 Effective Date

The effective date is the date of issuance.